

Custom Report: Active User Account Access/Usage – The purpose of this report is to provide information regarding active Campus user accounts for current/former district employees. An active user account is one that is not disabled, has no expiration date or the expiration date is greater than today. The report should be used to identify accounts for employees that have left the district that should be disabled or stale accounts that are not being used and could present a security risk.

Selection Criteria: The report can be generated for all schools or a single school based on selection in the toolbar. The Year has selected has no impact on the report output.

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Pathway: KY State Reporting | KDE Reports | Active User Account Access/Usage

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Report Sample: The report will generate in Excel format.

The Detail report includes individual active user account information with login counts, the user's homepage and whether or not they are assigned to any user groups.

District Number	District Name	Name	Staff Number	Person ID	District Start Date	District End Date	User ID
123	Sample District	TEACHER, SALLY	4567	32686	7/1/2013		89
123	Sample District	TEACHER, SALLY	4567	32686	7/1/2013		4652
123	Sample District	ADMINISTRATOR, DISTRICT	25784	25784	7/30/2017		2678
123	Sample District	SUPERINTENDENT, MR.	4512	34567	7/1/2009		1234
123	Sample District	EMPLOYEE, FORMER	1234	23456	5/6/2010	6/30/2012	5679
123	Sample District	EMPLOYEE, FORMER	1234	23456	5/6/2010	6/30/2012	48

Last Accessed Timestamp	Login This Week	Login This Month	Total Login Count	IC Home Page	User Groups Assigned	School Name	School Number
4/3/2019 12:37	4	59	391	Campus Instruction	Yes	Sample Middle School	333
4/4/2019 11:30	2	7	89	Campus Portal	No	Sample Elementary School	222
4/2/2019 14:47	1	23	862	Campus Application	Yes	Sample County District Office	111
	0	0	0	Campus Application	Yes	Sample County District Office	111
12/19/2018 10:26	0	0	10	Campus Parent Portal	No	Sample Elementary School	222
6/19/2012 10:26	0	0	329	Campus Application	Yes	Sample High School	444

The Aggregate report provides aggregate totals of active accounts and inactivity counts for the last 6 and 12 month periods for a single school or for all schools based on the selection in the toolbar.

School Name	# of Active Accounts	No Login for Last 6 Months	No Login for Last 12 Months	Never Accessed
FIRST ELEMENTARY SCHOOL	58	23	15	2
SECOND ELEMENTARY SCHOOL	29	5	4	1
MIDDLE SCHOOL	75	19	10	7
HIGH SCHOOL	130	22	13	14
DISTRICT OFFICE	37	6	4	2
Total for All Schools	329	75	46	26

Suggested report uses:

- Generate and review the aggregate report to get an overview of the current number of active accounts and those that could potentially present a security risk due to inactivity.
- Generate and review the detailed report for:
 - Accounts that have never been accessed. These accounts will have no date/timestamp in the Last Accessed Timestamp column. Disable any account no longer needed.
 - Accounts for former employees that need to be disabled (unless the only access is a parent portal account). Parent portal accounts should say “No” in the User Groups Assigned column.
 - Accounts that are seldom used to determine whether they are still needed or should be disabled. Stale user accounts can present a security risk to your district if someone hacks into an account that is not being monitored. If a user only needs to access data within Infinite Campus once or twice a year, work with the user to determine whether there is a better way to provide them the needed information.